

ST BARNABAS WITH CHRIST'S CHAPEL



The Diocese of  
**Southwark**

## Job information pack

# Communications and Media Lead

St Barnabas with Christ's Chapel, Dulwich & St Clements with St Peter, Dulwich

An exciting part-time role working across two diverse parishes in Dulwich, South East London



Closing Date: 21<sup>st</sup> June 2026

Interview Date: 30th June 2026

**Christ  
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The Diocese of  
**Southwark**

Dear Candidate,

We are delighted that you are considering the role of Communications and Media Lead, based across St Barnabas with Christ's Chapel and St Clement with St Peter, two welcoming and vibrant Church of England parishes located in beautiful Dulwich, South East London.

This is a unique and exciting opportunity to join us at the beginning of a new chapter. With the support of National Strategic Development Funding (SDF) and the Diocese of Southwark, we are investing in the growth of joyful, prayerful, and supportive Christian communities for children, young people, and their families across both parishes. You will be part of a collaborative, friendly, and encouraging team, working in varied worship traditions and diverse contexts. We are looking for someone who is flexible, imaginative, and has a passion for making God's love known to people of all ages through the use of excellent and innovative communication across all platforms and media.

Further details about each parish are included in the information pack below. If you would like to learn more or have an informal conversation about the role, please do not hesitate to get in touch with either of us. We would be very happy to hear from you and we are both deeply committed to making this post not only a success, but a genuinely fulfilling and joyful experience.

With our prayers and best wishes,

Revd Liz (Vicar, St Barnabas with Christ's Chapel) and Revd Gemma (Vicar, St Clement with St Peter and Associate Priest, St Barnabas with Christ's Chapel)

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The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Nicola Thomas





The Diocese of  
**Southwark**

### **Diocesan Staff Purpose**

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark.

## Diocese of Southwark Job Description

**Job Title:** Communications and Media Lead - part-time

**Reporting to:** Revd Liz Barnett and Revd Gemma Lau

**Location:** St Barnabas with Christ's Chapel 40 Calton Avenue Dulwich SE21 7DG &  
St Clements with St Peter, 140 Friern Road, London, SE22 0AY

### **Key Relationships:**

Vicars of both parishes Church Wardens, Treasurers and Parochial Church Council (PCC) members

Church Volunteers

Children and Families Worker

Part-time Youth Worker

Director of Music and Director of Choral Outreach

Diocesan Communications Team, Project Manager and the Core Project Team

### **Background to the job**

It is with great joy that we are seeking a part time Communications and Media Lead to work alongside the Vicars of both parishes as they seek to make God's love known in their churches and wider parishes.

This is an exciting opportunity for a Communications and Media Lead to play a key role in implementing *A Fruitful Future II: Strategic Growth and Cultural Change in the Large, Diverse Diocese of Southwark*.

Specific projects have been identified across the Diocese of Southwark where there is clear potential for growth, and funding has been secured from the Church of England's Strategic Development Fund (SDF) to support these initiatives.

The two neighbouring Dulwich parishes of St Barnabas with Christ's Chapel and St Clement with St Peter are working together to bring this hopeful vision to fruition. St Barnabas with Christ's Chapel has been designated a Hub Church, to share their expertise and support other parishes to develop a Communications and media strategy. This will initially be at St Clement with St Peter with a view to also potentially work with another parish in a significant way over the next few years.

## **About St Barnabas Dulwich**

St Barnabas with Christ's Chapel is one parish with two distinctive places of worship. St Barnabas is a large, thriving, inclusive parish church with a strong choral tradition at the heart of Dulwich Village. Christ's Chapel has been a place of worship for over 400 years and today has regular congregations at weekly 8am BCP Holy Communion and Evensong. Members of both places of worship are represented on the PCC and throughout the year there are joint services at both places of worship. Weddings, funerals and baptisms are regularly held at Christ's Chapel and it holds a very special place in the life of the community. As a parish we have strong links with our Foundation Schools and with Dulwich Village Infant School.

We are passionate about nurturing children and families to grow in faith and be confident of their place within the church, equipping them to share the Good News with the world around them. We are seeking a Communications and Media Lead to help us promote and grow our flourishing ministry with children and families at St Barnabas, while also supporting the Vicar of our partner church in growing ministry to families and children there.

We currently welcome 60+ family groups to PlayTime! every Friday in term time for play, craft, snacks, Bible stories and songs. On Sunday morning during our 10am service we offer creche facilities and groups for infant and primary school aged children. Messy Church is currently offered termly and we run an annual 'Discover Communion' course for children aged 7 and above in preparation for taking Holy Communion. We have a thriving children's choir which welcomes children from school years 2-7 with up to 40 children attending Friday afternoon rehearsals and singing regularly at Family Communion, our Palm Sunday procession and Christmas Carols at the Crib in Dulwich Village Square.

We are fortunate to enjoy a large worship space, an inner courtyard for outdoor play and large meeting rooms as well as gardens at the front of our building - great for our annual Easter Egg hunt!

## **About St Clement with St Peter**

St Clement with St Peter is a diverse and inclusive church in the modern Catholic tradition, located in the heart of East Dulwich.

St Clement with St Peter has a small but faithful congregation each Sunday of about 25-30 people. We are committed to growing this congregation, and growing younger, with the support of St Barnabas as our Hub Church, and the appointment and work of a new Youth Worker, Children and Family Worker, and a new Director of Choral Outreach. The Communication's and Media Lead will play a critical role in both raising the profile of St Clement with St Peter and developing strategies to encourage greater community engagement in support of our growth goals.

We have a small and talented choir led by our dedicated organist. We have a group of young Altar Servers, and we regularly involve our young people in leading our worship. We are praying and working towards becoming a place where more children, young people, and their families find a spiritual home.

The church is situated in amongst pretty gardens in a quiet residential area, just moments from Lordship Lane and Peckham Rye. The parish includes some of beautiful Dulwich Park within our parish boundaries and extends all the way to the Horniman Museum and offers significant potential for mission and growth among families.

The local area is full of young families and benefits from several excellent primary and secondary schools, both state and independent. Within the parish itself, there are three non-church primary schools in the parish, Harris Primary School, Heber Primary School and Goodrich Community Primary School. Our own church school, St John's with St Clement's, is in the parish of St John's. It was rated

“Outstanding” in all areas in its October 2024 Ofsted inspection. The Vicar is a Governor at the school and leads regular assemblies and services at the school, especially at the end of term and during festivals.

We are in the process of establishing a new website, in the meantime, our webpages and some further information about us can be found at <https://www.achurchnearyou.com/church/627/>

## **Job Purpose / Summary**

Historically the Church would use traditional notices, signage and flyers supported by emails or similar to promote who we are and what we do for the community. We recognise that times have changed and we need to adopt communication tools and techniques, to meet the community where it engages. The purpose of this role is to work closely with the Vicars in both parishes to help develop and implement a modern, accessible and innovative communication and media strategy that supports each Parish’s mission and ministry.

The post holder will design produce and share digital content that will creatively communicate the welcome, worship and mission of each parish. A library of material, communication templates and processes will be developed and tested, with the aim that this will become a resource framework which can be usefully shared across different Congregations and Parishes.

The role will initially be shared between the two parishes and in time will involve working with other parishes to support the development and implementation of templates, tools and Communication and Media strategies, based upon the work undertaken at St Barnabas and St Clements. Working locations will be varied. The specific working pattern will be agreed with the successful candidate and will be kept under review as the role progresses, to ensure that the balance of time working on projects across both Parishes is correctly prioritised.

## **Key Responsibilities**

This is a dynamic and evolving role requiring someone who is flexible, creative, and responsive to the needs of each context. Key responsibilities include:

- Develop implement and review an overall communications strategy incorporating the faith needs of both parish’s mission and ministry, oversee the implementation and review accordingly.
- Produce faith-based flyers, posters, banners and social media advertisements for all major services and events, with particular attention paid to activities concerning children, young people, and families, ensuring that these are accessible to young people with additional needs along with their parents or carers.
- Manage, develop, and update the church website and be initially responsible for managing social media presence.
- Produce weekly and monthly newsletters for children and families and responsible for creating and managing sign-ups, attendance, and contact storage using ChurchSuite.
- Develop and produce high-quality digital resources, such as videos, photographs and how to guides which can also be used to grow communication capability in other parishes.
- Create media content that tells stories of community and church life from each context in an accessible and engaging way
- Develop branding guidelines and apply them consistently to create beautiful visual assets— documents, flyers, graphics, video edits, and photo edits —using design software and tools such as Canva - across both parishes

- Write and shape inspiring, faith-based engaging and accessible content for digital platforms, including websites and social media
- Recommending communication approaches to discipleship across all ages within the Parishes, producing relevant faith-based media
- Working closely with both Vicars, take a lead to support Children and Families Worker, Youth Worker, Director of Choral Music and Director of Music to ensure their ministries are supported with creative faith-based content.
- Develop replicable, low-cost, and adaptable media resources for use initially by these two churches and others going forward.
- Build and train lay volunteers in both contexts to support and resource them in digital management and communications.
- Develop a suite of training materials and operational guides (“How to”) that can be shared with other parishes to enable them to maximise their communications reach and potential through enabling and empowering lay leaders and existing employees to harness the opportunities offered by free software and other resources.
- Manage and maintain the church websites ensuring resources are accessible and up to date. Once the Communications and Media Lead has established operational guides and templates for all the above, they will be tasked with recruiting and training lay volunteers to do these vital roles. The Communications Manager will also be required to produce training templates so that this workflow can be shared and replicated in one or more parishes.

### **Leadership & Delivery**

Build relationships across both parishes and communities, through:

- Adopting an approach that makes Jesus’ love known to all and sharing Gospel as being a source of authority, wisdom and guidance.
- Developing and managing social media presence with creative, consistent content that engages people of all ages from the local community to inform and promote/invite to various events and ministries.
- Overseeing a modest budget and manage relevant resources.
- Working with the Diocese of Southwark, the Diocesan staff team and the Vicars, actively support and work alongside at least one other Parish to implement a relevant communications and media strategy, supported by flexible, generic templates and tools, that can be maintained by volunteers.
- Contributing to the sharing and learnings from the experience at St Clement’s with other parishes across the Diocese.

### **Staff Team**

- Attend team and parish meetings as required.
- Be part of the team, undertaking occasional and various responsibilities as they arise
- Being part of a prayerful community and actively practising Christian discipleship, including sharing their faith and encouraging others in their discipleship journey

### **Safeguarding**

- Commitment to safeguarding, ensuring team members and volunteers involved in the communications events have applicable and valid DBS checks and are fully trained and equipped.
- Ensure that safeguarding policies are followed and that robust safeguarding practice is fully embedded in all aspects of the communications and media activities.
- Risk management, including preparing risk assessments for communication and media activities and events, in partnership with mission leads.

The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes.

All staff are expected to take part in relevant training, and to follow the relevant policies and procedures that will contribute to making the diocese a safe place for those in our parishes, schools and communities

In accordance with the Church of England Safeguarding Policy, our Diocese is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others
- Full details of our Safeguarding Policy are contained with the Diocese of Southwark's, "A Safe Church", which can be found on our website, [Diocesan policies and procedures - The Diocese of Southwark](#)

This includes our commitment to Safer Recruitment, and our policy to abide by the Church of England's requirements contained in the Safer Recruitment and People Management Guidance, [Safer Recruitment and People Management Guidance | The Church of England](#)

You can find a copy of our Whistleblowing Policy and Recruitment of Ex-Offenders Policy on our website, [Vacancies - The Diocese of Southwark](#).

This role requires an Enhanced DBS check (with checks against the Barred Lists]

This role is exempt from the Rehabilitation of Offenders Act.

Applicants are asked to complete and submit the Church of England Confidential Form, which gives applicants the opportunity to disclose details of any convictions, cautions, final warnings and reprimands which are not protected i.e. not eligible for being filtered out in accordance with the [DBS filtering rules](#), and will be displayed on an enhanced DBS certificate.

A Confidential Declaration Form will need to be submitted at the same time as an application for this role. This form is included as part of the application process through the Church of England's Pathways application management system.

## Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

We also expect that the successful candidate is an active member of St Barnabas/St Clements or is prepared to become so.

It is a requirement of this role that a satisfactory Basic DBS check takes place before commencement.

Essential	Desirable
<b>Faith and values</b>	
Practicing Christian, committed to the spiritual and emotional development, flourishing and discipleship of all the family, in and outside of the church.	
Committed to ministry in the power of the Spirit, to seeking to make Jesus' love known to all and trusting in the Bible as being a source of authority, wisdom and guidance.	
Committed to every church in the network impacting their local area.	
<b>Experience and qualifications</b>	
Experience in leading communication best practice within a church or educational setting	Prior experience working with children with additional needs or be willing to attend relevant training.
Strong written and verbal communication skills, with the ability to write clear and concise, documents, policies, flyers and promotional material.	Knowledge of the Church of England organisational structures, policies and procedures
Strong working knowledge of video, and photo editing software as well as Microsoft Office applications, such as Word, Outlook, Excel PowerPoint, and any applicable design software.	Knowledge and experience of catechetical programmes and sacramental preparation (e.g., First Communion and Confirmation).
Confident and competent at taking photographs and videos and working with them sensitively and with discretion, abiding by the Parish Safeguarding Procedures.	Some experience of being a part of or leading group discussions
Experience of managing the social media presence of organisations, which includes Facebook and X, in addition to other platforms such as Eventbrite, and of producing paid, successful advertisements on the platforms.	
Experience of managing and developing websites	
<b>Skills/Aptitudes</b>	
Can work in a team, good with people, including parents and caregivers, and ability lead and pastor a range of volunteers	
An organised self-starter, able to manage their workload well, adaptable to new opportunities and	

able to proactively engage with unexpected challenges that can occur in church life	
Understand the importance of confidentiality and to behave accordingly	
Strong computer and social media literacy	
Ability to run an event/media campaign from initial planning to implementation and post-delivery review	
Able to work on Sundays; the role requires attendance during regular services, in addition to availability for key dates and special services, including Christmas and Easter.	
<b>Character and personal qualities</b>	
Be a team player	
Able to lead and inspire others	





The Diocese of  
**Southwark**

## TERMS AND CONDITIONS

### **Communications and Media Lead**

A fixed term, part-time role funded until 31 December 2029.

### **Outline terms and conditions**

#### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

#### **Normal Place of Work**

St Barnabas with Christ's Chapel, 40 Calton Avenue, London, SE21 7DG and St Clement with St Peter, 140 Friern Road, London SE22 0AY.

#### **Salary**

The post has a salary of £28,000 per annum (£35,000 FTE).

#### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### **Hours of work**

28 hours per week, including Sunday's and evenings where necessary.

#### **Holiday Entitlement**

You will receive 21 days annual leave per annum, increasing to 25 days after 2 years' service.

The leave year runs from 1st January to 31st December.

#### **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

#### **Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

#### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

## **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

## **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

## **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

## **Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

## **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The Diocese of Southwark serves...

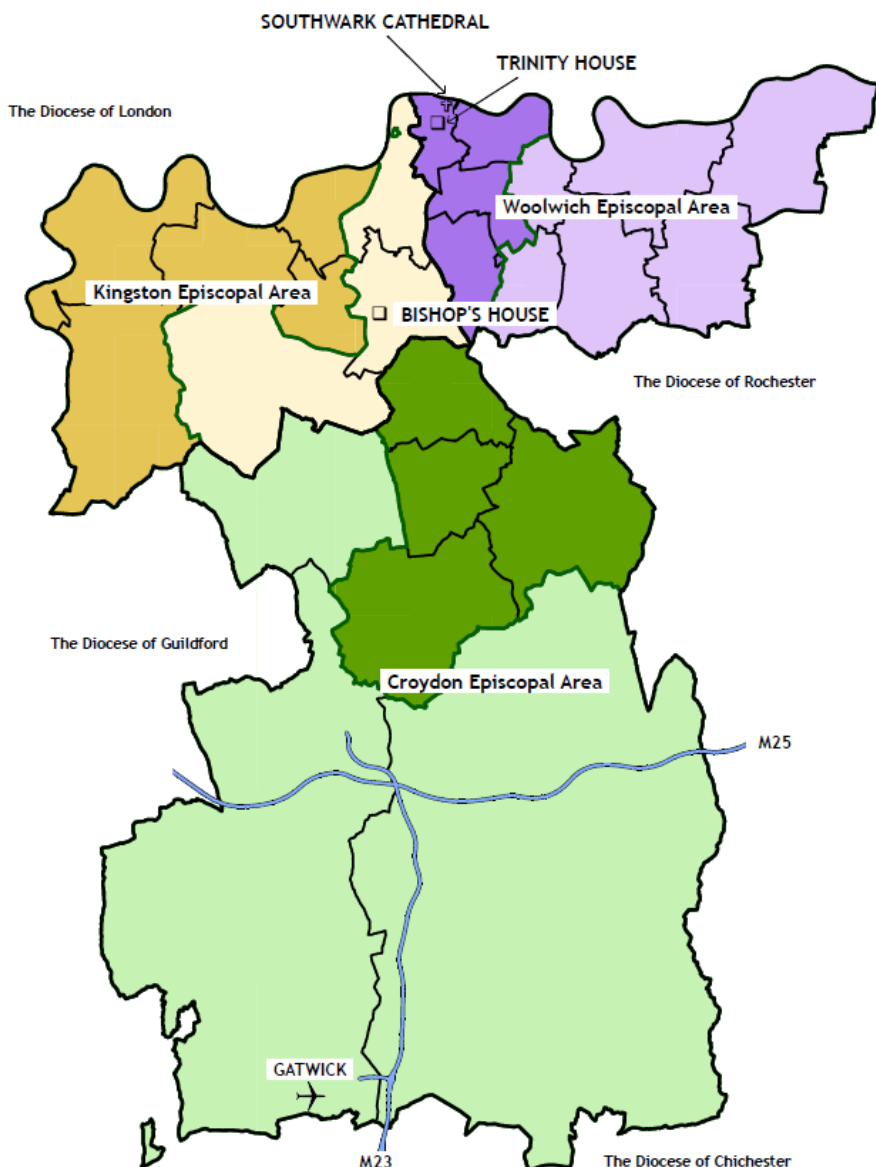


**2.9 million** people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

### Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

# SOUTHWARK VISION 2024 – 2035

## Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

### Our priorities are:



#### Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



#### Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



#### Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



#### Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



#### Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



#### Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

<b>DIOCESAN STAFF PURPOSE</b>
<b>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</b>
<b>DIOCESAN STAFF AIMS</b> <ul style="list-style-type: none"><li>• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.</li><li>• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.</li><li>• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.</li><li>• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.</li><li>• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.</li></ul>
<b>DIOCESAN STAFF VALUES</b> <ul style="list-style-type: none"><li>• Effective Stewardship of resources</li><li>• Collaborative Team Working</li><li>• Respect for all</li><li>• Transparent Accountability</li></ul>